



UNIVERSITY OF THE PHILIPPINES

LOS BANOS
Los Banos, IV-A
VAT Reg. TIN: 000-884-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
University Library - OVCAA

UPLB BAC SECRETARIAT

BY: DATE: 10/4/23

OCT 09 2023 - 10AM

UPLB-RQ-10-397-23-GOODS

UPLB RQ - ONE OF SUBMISSION

DEADLINE OF SUBMISSION:

Suppliers Name:

Date: Oct. 3, 2023
Fund Code: 9383211
MOP: Small Value Procurement
Contact No: 536-2326/536-2235
Contact Person: Argel H. Conclido

Delivery Term 30 Calendar Days

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

Note:

- 1. Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not applicable.
2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
3. Bidders must indicate the BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected.
6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
7. Others:

Table with 10 columns: ITEM No., GENERAL NAME OF THE ITEM, REQUIRED SPECIFICATIONS, UNIT OF MEASURE, QTY, ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT, ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT, OFFERED SPECIFICATION, QUOTED UNIT PRICE, TOTAL QUOTED PRICE, EVALUATION. Rows include items like Button Pin, Tshirt, Wallet, String Bag, Mugs, Notepad, and Topics: LibSmart.

8	Tshirt	Prizes: Tshirt, White, Cotton, Assorted Sizes with InfoSkilled Print, assorted sizes (customized)	pc	36	250.00	9,000.00			
		2) Topics: InfoLit Advanced Session 1: What is What? Answering the 'Whats' of Research Question Development Session 2: The Search has Begun: the Ultimate Guide to Accessing Resources							
9	Tumbler	Prizes: Tumbler, White, coated Stainless Steel, 500ml with InfoSkilled Print (customized)	pc	36	150.00	5,400.00			
		Advanced Session 3: Is it Legit?: Strategies for Evaluating Information Sources Session 4: Credit Where It's Due: Acknowledging Sources of information							
10	Bag	Tote Bags with #ExploreUPLBLibrary #UPLBLibrary PrintPlain Tote Bag Canvas fabric 12*14 inches (customized)	pc	100	140.00	14,000.00			
11	Bag	Tote bag with InfoSkilled Print, White Katsa Cloth, 12*14 inches (customized)	pc	36	140.00	5,040.00			
		See Photo for reference							
TOTAL ABC						91,940.00			

Reviewed and Checked By: LEA C. GONZALES
BAC/TWG

TOTAL QUOTED AMOUNT IN WORDS:

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein.

ARMANDO O. CATELO
BUYER/ END-USER

TERMS AND CONDITIONS:

- Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
- In order to assure that manufacturing defects shall be corrected by supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of EXPENDABLE SUPPLIES, or a minimum of one (1) year warranty and two (2) to three (3) years extended warranty (if applicable) in the case of NON-EXPENDABLE SUPPLIES after acceptance by End-user of the delivered supplies.
- Delivery period within 30 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any interlineations, erasure, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

Requirements for Suppliers (GPPB Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.9)	Negotiated Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S ABOVE 50K

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: _____
Address: _____
Tel. No. : _____
Signature over Printed _____
Name of Representative: _____
Position: _____
Fax No. : _____
Email Address: _____
Date: _____